

Review Period	1 month	2 months	3 mon	ths 🗌 Extensi	on
				s should also revi e tne <u>Ei</u> o <u>cbBedure</u> for further det	
		Employee Co	mments		
What questi	ons do you have conc	erning what is expec	ed of you on th <u>i</u>	s job?	
How would y	ou assess your overa	III performance?			
What do you	I feel you need to be s	success <u>ful?</u>			
	Supe	rvisor Evaluation of E	mployee Perform	nance	
	NO = Not Observed	NI = Needs	mprovement	s = Successful	l
How has the	e employee accomplis	hed what you would	expect during or	ientation with respect to	D:
	Competencies	Ra	ting	Comments	
	s owledge of equipment, s ed to perform job)	softwaarerelevant] NO] NI] S		
uality of wor accuracy;thoro	∙ k ughness; effectiveness	of work)] NO] NI		

(accuracy;thoroughness; effectiveness of work)	
<u>Productivity</u> /quantity of work	□ NO
(appropriatevolumeproduced; timeliness of work; time	□ NI
management; follow through with assignments	□ S
Initiative	□ NO
(problem solving; creativitysuggest/smplements	□ NI
improved method/s	□ S

Purpose

CWRU recognizes that ostaff advance our mission through the critical roles they play within the university. The purpose of the Staff Orientation valuation to engage and develop our staff by setting them up for success during their first three months

The threemonth orientation period is an opportunity foroductive twoway communication between the employee and the supersior. The Staff Orientation Evaluationaids in this discussion. It should help guide conversations between the supervisor and new employee in defining clear expectations, outlining work outcomes, and addressing